**Allied Health Assisting 3**

**Syllabus**

**2020-2021**

**Textbook: Health Care Science Technology Career Foundations 2013 Booth**

**Teacher: June Kicklighter Peterman, BS Pharmacy, RPh**

[**KicklighterJ@pcsb.or**](mailto:KicklighterJ@pcsb.or)**g, Room 6-015**

**Blue Days Periods: 3,5 Gold Days Periods: 2, 4, 8**

Allied Health is the 3rd year required elective of the Center for Wellness and Medical Professions program. It is an in-depth evaluation of the 5 Healthcare Pathways and the 11 Healthcare Skills Standards. Students will explore the educational requirements of health care professionals, their responsibilities, income and levels of job satisfaction.

The culture and soft skills expected of health care providers along with general protocols in health care settings will be modeled in Allied Health.

Students will complete the course with an understanding of the national standards established for health care professionals and a clear perspective of trends and opportunities in health care careers.

**CLASS RULES AND EXPECTATIONS**

* Students are expected to respect themselves, their peers and their teacher.
* Participation in class discussion as well as individual and group presentations is expected and counts toward each student’s grade and report card comments.
* Late assignments are not accepted. Time is allowed for most assignments during class.
* FOOD and DRINKS (except water) are not allowed in class. You will be asked to discard them.

**CWMP Dress Code**

**Tuesdays-Scrubs Thursdays-Professional attire Mon, Wed, Fri- School dress code**

Slides are not acceptable shoes with scrubs or professional attire (Tues/Thurs).

Students who are not in dress code will be referred to the CWMP office for code enforcement.

* **MOBILE PHONE USE IS PROHIBITED IN CLASS** **UNLESS REQUESTED**

Cell phones are to be on silent and out of site unless I request them for classwork (Kahoots, Padlets, etc.)

* Unauthorized use of cellphones will result in cell phones being stored in the designated phone caddy by individual students or by all students in the class for the remainder of the class

**Restroom Guidelines**

* Please use the restroom between classes
* **Cell phones are left in the classroom in the cell phone caddy while in the restroom.**
* Please sign the restroom log and take the bathroom pass
* Only 1 student at a time will be excused to use the restroom

**Hall Passes**

* Hall passes will only be given after the first 10 minutes of class and before the last 10 minutes of class

**Notebooks**

Students will maintain a class notebook for this course. Notebooks will be graded for content and quality.

Students may use a section of the school-wide binder throughout the school term for their Allied Health notebook or purchase a separate binder.

* The signed syllabus is the first page of the class notebook. It is the first homework assignment and will be given course credit.
* The second page of the notebook will be a table of contents.
* The class notebook is divided into sections using labeled tabs.
* Notebook Tabs**: Class notes, Classwork/Homework, C-I-A/Soft Skills, Handouts/Presentations**
* Class notes are focused notes using any format that you wish
* Chapter assignments: Vocabulary words should be defined and then used in a sentence

Review Questions should be answered using complete sentences

* Each Chapter in the notebook should end with a summary or self assessment

**Career Interest Assessment (CIA) and Soft Skills** activities will begin at the beginning of the course and continue throughout the year.

**Handouts and Presentations**: Chapter Teacher notes, Reinforcement Activities and individual/group presentation information are kept in the notebook for reference

All entries in the class notebook must be in **ink** unless otherwise stated (drawings or graphs) to mirror protocol in health care settings. Assignments completed in pencil will receive partial credit.

**Assignments**

Class assignments are listed in class on the white board, on the BCHS Hi-Tide website and electronically in CANVAS. Our classroom has a class-set of textbooks that remain in the classroom. Textbooks can be checked out for 1 week at a time. The textbooks available for checkout are the previous edition (Blue 2003).

Students will be given an Access Code and a password to the E-Book version of Career Foundations for each class period. It is each student’s responsibility to secure access to the E-Book. Let me know if you have problems accessing the electronic tools for our class. Completed vocab and review questions are uploaded into Canvas or filed in the class notebook for notebook checks.

**Assignment Labeling**

All assignments in the notebook and turned in must be labeled correctly for full credit.

Class assignments should be labeled in the upper right corner of the page with the following three lines:

**Student’s complete name (last name then first name)**

**Class Period**

**Date**

**The title of all assignments should be written on the top line of the page**

**LATE ASSIGNMENTS**

No surprise assignments will be given therefore, late assignments are not accepted.

Assignments missed due to excused absences can be made up according to Pinellas County School Board guidelines. The guidelines allow, “One day grace period for each day of absence”.

Assignments presented after the PCSB allowed grace period are late and will not be given credit.

If a student wants to present their notebook after the due date, the notebook will be given ½ credit.

**GRADING**

Tests 40% of the quarter grade

Class/Homework Assignments 15% of the quarter grade (30% Virtual)

Notebook/Padlet Review Activity 15% of the quarter grade (30% Virtual)

Clinical Shadowing Experiences 20% of the quarter grade during quarters 2 and 3)

Presentations 10% of the quarter grade (0% Virtual)

**Testing/Assessments**

Tests are given at the end of each chapter.

Reflections (quizzes) are usually given before each test. (1 to 2 per chapter)

There is to be no talking during tests or reflections.

Cell phones are placed in the cell phone caddy before each test/quiz.

Make-up tests if offered, must be taken within 10 calendar days of the original assessment

**Clinical Shadowing Experiences**

* Completion of Clinical Shadowing Experiences is a state requirement for the Allied Health Assisting 3 Course.
* 2 Clinical Shadowing Experiences are assigned during year 3 of the CWMP program
* There are no alternative assignments for the Clinical Shadowing Experiences (CSE’s)
* Completion of Clinical Shadowing Experience assignments is verified with the shadowing site.
* Adjustments may be made to the Clinical Shadowing Experience due to COVID guidelines

**Allied Health**

**Student/Parent Signature Sheet**

**Academic Guidelines**

* **We have read and understand the Allied Health 3 course academic guidelines**

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Parent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**Cell Phone Policy**

* **We have read and understand the Allied Health 3 Cell/Mobile Phone Policy**

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Parent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**Clinical Shadowing Experience**

* Completing 2 Clinical Shadowing Experiences is a requirement of the Allied Health 3 Assisting Course.
* There is no alternative assignment for the Clinical Shadowing Experiences (CSE’s)
* Clinical Shadowing Experiences reported by students are verified by the CWMP.
* The Clinical Shadowing Assignment is 20% of the 2nd and 3rd quarter grade
* **We have read and understand the Allied Health Assisting 3 Clinical Shadowing Experience guidelines**.

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Parent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_